



Civilian Personnel Records at the National Archives at St. Louis:

Official Personnel Folders and Service Record Cards

The National Archives at St. Louis maintains the personnel records of former civil servants, enrollees of the Civilian Conservation Corps, and employees of the Works Progress Administration.

Although the majority of official personnel folders (OPFs) and service record cards (SRCs) date back to the early 1900s, a few records date back to the mid-nineteenth century. The civilian personnel records that are open to the public include those related to the service of individuals who separated from government service **prior to April 1951**.

Requesting Information from the National Archives at St. Louis

Requests should include as much of the following information as possible:

- Full name used during Federal employment (including any alternative spellings/names)
- Social Security Number
- Date of Birth
- Name(s) of Federal employing agency(s)
- Approximate dates of Federal employment, especially the date of separation

Mail requests to:

National Archives & Records Administration
ATTN: Archival Programs
P.O. Box 38757
St. Louis, MO 63138

You can also fax requests to NARA at St. Louis at 314-801-9187

Photocopies of personnel records will be granted for a fee: \$7.00 per service record card; \$25.00 for OPFs less than 5 pages in extent; \$75.00 for OPFs greater than 5 pages in extent

For additional questions about the National Archives at St. Louis' civilian personnel records please visit: <http://www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/#written-requests>.